

DOD SPACE REQUIREMENTS DATA PART I - SUMMARY (SEE INSTRUCTIONS ON REVERSE SIDE)					DATE	PAGE NO.	NO. OF PAGES	
DEPARTMENT OR AGENCY			FIRST SUBDIVISION		PREPARED BY			
SECOND SUBDIVISION			THIRD SUBDIVISION		APPROVED			
A - SUMMARY								
1. PERSONNEL					2. SPACE			
a	b	c	d	e	a	b	c	
AUTHORIZED		TOTAL IN PRIVATE AND OPEN OFFICE TYPE SPACE			TYPE OF SPACE	PRESENT SQUARE FEET	REQUIRED SQUARE FEET	
VACANT BILLETS	()	E 1-7, GS 1-6	()		OFFICE TYPE SPACE	()	()	
ON BOARD PAYROLL	()	E 8 AND 9, WO O 1 AND 2, GS 7-11 SUPERVISORY	()		PRIVATE WORK STATIONS	()	()	
ON BOARD, NON-PAYROLL	()	E 8 AND 9, WO O 1 AND 2, GS 7-11 NONSUPERVISORY	()		OPEN WORK STATIONS	()	()	
TOTAL	()	O 3 AND 4, GS 12-13 SUPERVISORY	()		UNIT EQUIPMENT	()	()	
INDEXES (For OSD Use Only)		O 3 and 4, GS 12-13 NONSUPERVISORY	()		ADMINISTRATIVE SUPPORT	()	()	
PRESENT OFFICE USE INDEX		O 5 AND 6, GS 14-15 SUPERVISORY	()		STORAGE AND SPECIAL TYPE SPACE			
OFFICE USE INDEX, GSA ALLOWANCE		O5 AND 6, GS 14-14 NON SUPERVISORY	()		TOTAL			
OFFICE USE INDEX, DOD ALLOWANCE		O 7 AND 8 GS 16-18, P.L.	()					
ADMINISTRATIVE SUPPORT INDEX		TOTAL IN ADMINISTRATIVE SUPPORT SPACE						
STORAGE INDEX		TOTAL IN STORAGE AND SPECIAL TYPE SPACE						
SPECIAL TYPE INDEX		TOTAL PERSONNEL						
B. GENERAL								
1. MISSION - THIS UNIT IS GENERALLY RESPONSIBLE FOR:								
2. STATEMENT OF FEASIBILITY OF RELOCATION (DOD Directive 5305.2):								
3. ADDITIONAL FACTORS - THE FOLLOWING ADDITIONAL FACTORS SHOULD BE CONSIDERED IN DETERMINING THE SPACE REQUIREMENTS OF THIS UNIT:								

